



Department of Development
222 N. Chauncey Ave., Room 102
West Lafayette, Indiana 47906
Phone: 765-775-5160

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster
Nicole Stocks, Accounting III

FROM: Chandler M. Poole, Director of Development

DATE: September 1, 2015

SUBJECT: New Intern- Josie Luptak

I request permission to engage a new intern, Josie Luptak. Josie is currently taking classes at Ivy Tech and is the National Secretary of the Future Business Leaders of America. Josie will be working 4 days a week for approximately 15 hours a week. Josie will be assisting with promotion and organization for events put on by the Department of Development, researching property ownership for rental inspections, assisting the West Lafayette Public Arts teams and other duties as assigned. She will report to Beverly Shaw and will work for \$10/hour from September 1 through the fall.